

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the

HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	Corrections Officer II
DEPARTMENT:	RCCI
SALARY:	\$22,769.00 Annually

CLOSING DATE:	Open until Filled
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MINIMUM QUALIFICATIONS:

High school diploma, trade school, or equivalent level of education is required. Five or more years in a similar position or sufficient experience to perform the principal duties and responsibilities of the position. Considerable knowledge of modern corrections practices and procedures. Familiarity with Department of Corrections guidelines, federal, state, and local laws pertaining to the incarceration of persons, and departmental rules and regulations. Possess or have ability to pass P.O.S.T. Certification within the time frame required by this department, which is normally within one year but may be altered.

MAJOR DUTIES:

Receive and release inmates being transferred to and from the facility, transfer inmates to the custody of correction officers, and accompany inmates from one area to another. Make rounds to maintain security and check locks, fences, alarms, and other security devices. Supervise routine cleaning and maintenance activities within the institution and search prisoners entering the facility from outside details. Prepare inmates for work call with Detail Officers. Administer medications and first aid and respond to inmate requests for other medical attention. Report inmate disciplinary problems and investigate Officer Incident Reports. Perform duties of Communication Room Officer and Shift Supervisor as required.

ROOM 601 MUNICIPAL BUILDING

AUGUSTA, GA 30911

(706) 821-2306 We are an equal opportunity employer.

**We do not discriminate on the basis of race, religion,
color, sex, age national origin, or disability.**